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Personnel

**NUCLEAR WEAPONS PERSONNEL
RELIABILITY PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication supplements AFI 36-2104, 1 February 1997, and defines specific Personnel Reliability Program (PRP) responsibilities. It applies to all 90th Space Wing, all subordinate units and tenant units assigned with a mission involving active duty Air Force or civilian personnel. This publication also applies to personnel selected for assignment to duties relating to PRP. It does not apply to the Air National Guard or US Air Force Reserve. Maintain and dispose of records created as a result of prescribed processes IAW AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322V4). For Official Use Only information, comply with DODR 5400.7., *Information Security Program*, AF Sup 1, Chap 4. Comply with AFI 33-332, *Privacy Act* (PA), for documents containing PA information.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

2.1.7. (Added) Review all waiver requests before being sent to higher headquarters. Waivers will be requested by the certifying official and coordinated through the Medical Treatment Facility (MTF) PRP consultant, when necessary. The certifying official will gather all applicable data and send the request through the base PRP manager to the reviewing official for endorsement. If the reviewing official recommends approval, the base PRP manager will forward the request to the MAJCOM.

2.1.8. (Added) Coordinate all group/unit PRP guidance (operation instructions, policy memorandums, etc.) to include MTF, through Base PRP.

2.2.2. All PRP-related documents (temporary decertification memorandums/reinstatement memorandums; permanent decertification packages; and PRP Administrative Certification RIP, etc.) will be hand-carried through the processing channels. The base distribution system **WILL NOT** be used. The unit will prepare all AF Forms 286, **Personnel Reliability Program (PRP) Certificate/286A, Personnel**

Reliability Program Permanent Decertification Action and PRPCER RIP and hand-carry them to the Military Personnel Flight (MPF) PRP Monitor for review and filing in member's Unit Personnel Record Group (UPRG).

2.2.2.1. (Added) All permanent decertification actions will be updated in the Personnel Data System (PDS) by the Base PRP monitor **ONLY**, and the AF Form 286A will be filed in the UPRG upon approval by the wing commander or designated individual. Unit monitors **WILL NOT** update Personnel Concept III (PC-III) for permanent actions.

2.2.2.2. (Added) Regarding personnel placed in codes C or L, the AF Form 286 will be suspended and PC-III will be updated in 30-day increments from the member's Date Arrived Station, AF Form 286 initiation, or PCA effective date (whichever is applicable).

2.2.5. Valid security clearance/investigation dates will be verified as follows: Squadron commanders will use 90 SFS/SFAI telephonic memorandum for record (MFR) from 497 IG/INS as verification for investigation and clearance dates as outlined in AFI 31-501, *Personnel Security Program Policy*. Squadron commanders will then work closely with 90 SFS/SFAI to ensure 497 IG/INS updates the required information. Squadron commanders will also be responsible for obtaining hard copy verification from 497 IG/INS through 90 SFS/SFAI. Squadron commanders will follow up with 90 SFS/SFAI at the 60-day point from the date of the initial SFAI MFR for verification and every 30 days thereafter until the information is properly updated. No person will be PRP certified if his or her security clearance investigation date is listed as "unknown."

2.2.7.1. (Added) Ensure the unit PRP monitor coordinates on all unit personnel actions that affect the certification or removal of personnel from PRP, e.g., DAFSC changes; position number changes; manpower coding changes; duty status changes (AF Forms 2098) or PCA actions; AF Forms 2096, **Classification/On-the-Job Training Action**; unit generated TDY orders; and review of Personal Security Questionnaires (SF 85/86)). Appropriate PRP certification or removal actions and reporting of PDI to the Certifying Official must be taken in conjunction with this coordination.

2.2.11. Interim certified personnel at F. E. Warren AFB will be identified by the wing standardized interim certification badge worn on the outermost garment and plainly visible. Interim certified personnel assigned to duties within the Weapons Storage Area (WSA) will be identified by a red capitol "I" which is placed at the top of the AF Form 1199 series badges between the organization and badge number boxes. Individuals assigned to the WSA who are interim certified are not required to wear the standardized interim certification badge, as the AF Form 1199 series already identifies interim certified personnel.

2.2.16. If the member will perform PRP duties at the TDY location, establish a line of communication with the TDY commander to ensure timely PRP notifications.

2.2.17. (Added) Upon receipt of PDI on inbound personnel, request clarification of PDI or provide acceptance or nonacceptance to losing commander within 5 duty days.

2.2.18. (Added) Individuals certified for additional duty PRP, who change to full-time or are certified for full-time, who change to additional duty; require a PDS change in PRP status code with no change in certification date, provided there is no Certifying Official change or break in PRP duties. Annotate on the reverse of the AF Form 286 the date member's duties changed.

2.3.2. Ensures orientation training is provided to Certifying Officials and unit PRP monitors upon appointment of duties.

2.3.8. An audit will be conducted at least once a calendar year on the UPRGs or SF66/Electronic Official Personnel Folder of all PRP personnel. The reverse of the AF Form 286 will be stamped with "Annual PRP Audit Accomplished IAW AFI 36-2104," dated and initialed by the individual auditing that record. At least once annually Certifying Official's will stamp the reverse of the AF Form 286 with "Certifying Official Review," dated and initialed by the Certifying Official after reviewing all PDIs. Written documentation of these audits is required.

2.4.1. Memorandums are required from organizations listing individuals authorized to accept notifications from the MTF and unit appointment memorandums for primary and alternate monitors.

2.4.2. MTF PRP monitor will provide a copy of appointment memorandum to the MPF PRP manager.

2.4.7.1. (Added) All PRP notifications from the Life Skills Center or Family Advocacy recommending temporary decertification will require a written narrative to be provided to the commander, to include the diagnosis, within 24 hours of the diagnosis. The Life Skills Center and Family Advocacy are independent clinics and notifications from each will have separate recommendations. Temporary decertification recommendation from other medical providers will also require a narrative within 24 hours of the recommendation. All information is written in the outpatient medical record and the commander may review the medical record for clarification. When appropriate, such review shall be conducted with the assistance of a health care provider who can advise on medical record data that might otherwise be misinterpreted.

2.9. (Added) Commander's support staff personnel:

2.9.1. (Added) Inform the CO and the unit PRP monitor of any situation that may affect an individual's reliability (e.g., memorandums of counseling, poor duty performance, low ratings on evaluations, weight management program unsatisfactory progress, unfavorable information file, emergency leave, denial of Air Force Good Conduct Medal, etc.).

2.9.2. (Added) Coordinate all manpower change requests with the unit PRP monitor.

2.9.3. (Added) Coordinate each unfavorable information file entry (AF Form 1137, **Unfavorable Information File Summary**) on PRP certified personnel with the unit PRP monitor.

2.9.4. (Added) Ensure all TDY orders prepared on PRP certified personnel include the individual's PRP code and coordinate the orders through the unit PRP monitor.

2.9.5. (Added) Ensure all daily transaction registers from PC-III are coordinated through the unit PRP monitor for action on PRP mismatches in the personnel database.

A3.2.2.1. (Added) Ensure a Personnel Reliability Program Reinstatement/Decertification Memorandum, or suitable substitute, accompanies each temporary decertification memorandum.

A3.2.2.2. (Added) Ensure the Personnel Reliability Program Reinstatement/Decertification Memorandum or suitable substitute accompanies each temporary decertification reinstatement memorandum.

A3.3.2.1. (Added) Upon the reviewing official's approval/disapproval the permanent decertification package is returned to the Base PRP monitor for review, updating, and filing in the UPRG.

A3.3.3.1. (Added) If the member was temporarily decertified prior to being permanently decertified, the temporary decertification checklist must also be in the permanent decertification package. Document delays in processing permanent decertification and include memorandum in permanent decertification case file.

A8.1.5.1.1. (Added) Establish separate case files in the unit for interim certified personnel to include a copy of the AF Form 286, documents pertaining to security investigation processing and tracing, and interim certification extension RIP (PRP CER).

A17.1. If a member arrived at F. E. Warren AFB and is administratively certified, but will not be utilized in a PRP position, the unit will prepare an Assignment to Non-PRP Duties Memorandum, or suitable substitute, and hand-carry it through the applicable routing channels to the MPF PRP monitor who will then either space out the PRP code or replace the original "J" code date.

A17.2. The unit PRP monitor will handcarry the Assignment to Non-PRP Duties memorandum along with the member's UPRG to the base PRP monitor. **ONLY** the Base PRP monitor will update "J" code actions in the PDS and then annotate the AF Form 286.

THOMAS D. SHEARER, Colonel, USAF
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